

U.S. DEPARTMENT OF COMMERCE

Bureau of the Census

## 1963 CENSUS OF MINERAL INDUSTRIES

### REPORTING INSTRUCTIONS FOR COAL MINING

Form MC-12A.

*In all correspondence with the Census Bureau, please include the 11-digit file number which appears in the address box of the report form. High speed electronic equipment will be used to identify both the correspondence and the reports in the 1963 Economic Censuses. If your correspondence does not include the Census file number, it will be returned for the addition of that number. Address all correspondence to the JEFFERSONVILLE CENSUS OPERATIONS OFFICE, 1201 East 10th Street, Jeffersonville, Indiana.*

*Please do not mark or mar the two lines of symbols above the address on each form. These symbols, which are unique to each establishment, will be photographed and used to record mechanically the receipt of your report form.*

*As you complete the report for each establishment, please enter the 11-digit file number at the top of the odd-numbered pages as requested.*

This booklet is provided to assist you in filling out the enclosed Census of Mineral Industries form MC-12A. Please read these instructions and those appearing on the individual report form for each item before entering your figures.

#### A. Who Should Report?

The Census of Mineral Industries reports are required by an Act of Congress (13 U.S.G.). The reports submitted are confidential and may be seen only by sworn Census employees. They may not be used for purposes of taxation, investigation, or regulation. Copies retained in your files are also immune from legal process.

Every concern is required to submit a separate Census report for each of its mineral establishments in the United States, including mines under development and preparation plants or tipplers under construction. Enterprises with more than one establishment must submit a separate report for each establishment operated during all or any part of 1963. Reports should be returned to the Jeffersonville Census Operations Office as shown on the enclosed envelope.

Each report should be submitted by the operator of the establishment, whether he is the owner or is operating it under lease or contract.

Based on Census Bureau records, a report form is provided for each establishment which your company operated in 1963. If you have not received sufficient forms to cover all the

mineral establishments operated by your company, write for additional copies. Be sure to describe the type of activity carried on at the establishments for which you request additional forms.

#### 1. What Is a Mineral Establishment?

For purposes of the Census, a mineral establishment is defined as a single physical location where mineral operations are conducted: for example, a mine only (a mine may be an underground, strip-bit, auger, culm-bank, or dredge operation), a mine and preparation plant, or a preparation plant only. Since the information reported will be summarized to totals for each industry, State, and county, separate reports are required for different physical locations even though the establishments may be engaged in the same type of mining.

Thus, a mineral establishment represents a working group of workers at a given locality in which operations are conducted as a unit or are unified by common management or joint handling of some part of the mining or preparation process. Individual shafts, openings, or sites should not necessarily be considered as individual mines: strip-bit or auger mines and culm banks, however, should be reported separately from underground mines wherever possible. Plants engaged solely in preparing coal mined at other locations should be reported separately.

In completing your reports, a limited amount of prorating or estimating is acceptable when book records are not readily available.

## 2. How To Report for Establishments With No Production During 1963

If any of your company's mining establishments had no production at all during 1963, you should nevertheless return the report for each such establishment with all other information completed and with "None" entered in Item 12. If a mining location was not in production, but had custodial employees, maintained inventories, or made shipments during the year, the information should be reported in the appropriate section of the report form. The Census includes sites under exploration, mines under development or maintenance only, and plants under construction.

## B. What Activities Should Be Reported?

Each report should cover the operations of a mine under ground, strip-pit, auger, culm bank, or dredge, together with its associated tipple, shops, auxiliary units, yards, cleaning plant, breaker, washery, or other preparation plant, and offices; or it should cover a preparation plant not at the site of the mines served, or operated under separate management from the mines, together with its associated shops, yards, auxiliary units, and offices. The report should also include such activities as generating energy for the mine or plant (a central power plant serving two or more mineral establishments should be included in the report for that establishment to which the power plant furnishes the greatest quantity of electric energy); maintenance of mine, plant, and equipment; and receiving, shipping, storage, research, record keeping, health, safety, cafeteria, and other services, when carried on at the same physical location by the "mineral establishment."

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The report should exclude the operation of company stores, boarding houses, bunk houses, and recreational facilities. The report should also exclude sales branches, research laboratories, and general administrative offices, if they were operated as separate establishments. Such operations should be reported, where applicable, on separate Census of Business, Census of Manufactures, or central office or auxiliary forms available for such establishments.

The report should not include the production of coal chemicals, coke, fuel briquets, or packaged fuel. Such operations should be reported on Census of Manufactures forms.

## C. What Period Should Each Report Cover?

Each report should cover the calendar year 1963. If your book records are not on a calendar year basis, carefully prepared estimates will be acceptable. If reporting on a calendar year basis will involve considerable additional costs, and your fiscal year covers at least 10 months of calendar year 1963 (i.e., ends between October 31, 1963 and February 29,